

**Minutes of the HSENI Senior Management Team (SMT) Meeting
21 January 2019, Ladas Drive, Belfast**

In attendance:

B Monson
N Monson
L Burns

1. Apologies

None

2. Minutes of last meeting

Minutes of November SMT agreed.

3. Update on Agreed Action Points

- a. **ACTION** - Incident notification escalation procedure (RM) (Ongoing);
- b. **ACTION** - Review 'lone worker safety policy' (RM);
- c. **ACTION** - Lone worker training to be organised (PC) (lone worker training is currently being sourced, quotes have been requested);
- d. **ACTION** - Raise Chemicals MoU issues with HSE (LB) (On hold until EU exit Legislation is completed);
- e. **ACTION** - Complaints - P.I.'s to review open complaints to ensure timely recording and closure (ongoing);
- f. **ACTION** - Arrange a meeting with HSE's Director of Engagement and Policy (LB) (Was arranged for 21.01.19, cancelled by HSE);
- g. **ACTION** - Management Standards in HSENI - this exercise will commence with a letter from Acting Chief Executive w/c 21.01.19, the survey will be issued in early February (LB);
- h. **ACTION** – A small working group to be set up, headed by Pip Crook and including K Neeson, A Boylan, L Dougan and M Rafferty to develop a documented programme of visits across groups(PC);
- i. **ACTION** – Need to develop a formalised programme to ensure that every trainee has the opportunity through visits to demonstrate all competencies necessary for Professional Practice Competency Framework (PPCF) (PC);
- j. **ACTION** – The above is to be agreed with the new HSE GB Internal Assessor (PC); and
- k. **ACTION** – Trainee induction programme to be developed (PC).

4. Corporate Health, Safety and Welfare

SMT noted no incidents since the last meeting.

5. Audit, Risk Management and Finance

L Burns provided an update on the last ARMC meeting.

SMT considered the risk register and emerging risks. The emerging risk register can be viewed at Annex A

- (i) Emerging Risks – Staff resourcing across all operational groups;
- (ii) Impact of volunteering for C3 and other EU Exit matters may cause significant strain on operational and admin groups.

SMT discussed finance to end of December 2018. Staff and Operating costs – 74% spend and Programme 43% when amended to account for release of accruals. Capital £1800 spend on CMS training of budget of £581k.

6. HR

SMT considered the absence statistics to end of December (year to date figures in brackets). Mr Burns explained that the average HSENI absence rate was 2.7% (4.87%). HSENI's absences account for 69.8% (86.87%) of the working days lost. On average 92.5% (92.24%) of staff didn't have any absence at all which is a very good record. The cost of lost days due to absence is £10,000 (12,407).

The emerging risks in relation to staff were discussed and these are reflected in Annex A.

NICS HR will deliver three sessions to Head of Groups provisional dates 6 February and 7 March for Employee Relations and the new Mediation Service. Consideration to be given to running a third session on Workforce Planning Session once staff in post lists are reviewed for HSENI to establish current baseline.

SMT previously agreed to run the Management Standards in HSENI, this exercise will commence with a letter from Acting Chief Executive w/c 21.01.19. The stress management survey will be issued in early February. **(ACTION)**

SMT discussed the recent recruitment exercise for Trainee Inspectors. It was agreed two would go to MIT, two to Gas/Major hazards and one to MUD.

- (i) A small working group to be set up, headed by Pip Crook and including K Neeson, A Boylan, L Dougan and M Rafferty to develop a documented programme of visits across groups(PC) **(ACTION)**
- (ii) Need to develop a formalised programme to ensure that every trainee has the opportunity through visits to demonstrate all competencies necessary for the Professional Practice Competency Framework (PPCF) **(ACTION)**;
- (iii) The above is to be agreed with the new HSE GB Internal Assessor **(ACTION)**; and
- (iv) Trainee induction programme to be developed **(ACTION)**

7. Case and Project Work

SMT discussed the current caseload of the Major Investigation Team. 26 cases at investigation stage. Seven cases with PPS (NI), eight at court. The current caseload is at limited capacity. MIT will only take on fatalities at present.

Dr Monson updated SMT on the CMS project the live version has been released. Testing of the new system is scheduled for w/c 28.01.19 for 2 weeks. Implications of delay being considered by A Martin.

8. Business Planning

SMT also noted that a meeting has been arranged for 24 January 2019 to discuss the 2019/20 Operating plan.

9. Performance Monitoring

Dr Monson updated SMT on the HSENI performance statistics using the new Cube system as detailed below (last year figures in brackets):

NOTE: All stats are provisional and should not be relied upon.

Total RIDDOR reports – 1381 (1657)
Work related fatalities – 11 (8)
Over three days – 1416 (1563)
Major Injuries – 232 (358)
Dangerous Occurrences – 77 (64)
Member of Public injury – 66 (85)
YTD visits – 4443 (5248)
Advisory Activity – 1723
Complaints – 690 (676)
Improvement Notices – 71 (44)
Prohibition Notices – 114 (134)

10. Board Business

Next Board meeting 31 January 2019.

11. A.O.B.

Fraud response Plan - SMT reviewed and agreed this document. It will be brought to the next Board meeting for Board approval.

Risk Management Policy - SMT reviewed and agreed this document. It will be brought to the next Board meeting for Board approval.

P Crook to organise and deliver training on the BCP role and responsibilities for the Incident Management Team, Incident Support Team and the new Admin Support Team during Feb 2019.

HOG's to record a discussion of risks / emerging risks and record any risks to be brought to SMT.

SMT to consider all risks / emerging risks from teams and keep a record of these and agreed actions.

If staff are chosen to and allowed to go on the volunteering opportunities C3 etc, HOG's must assess the impact on work and report to DCE and SMT.

The issue of staff not being able to be released for C3 and petrol pump work around EU Exit should be raised through staff team meetings.

SMT agreed a request received from NISG for support for their annual event.

Complaints Paper – In principle SMT agreed Option 3 of the paper subject to:

- (i) A full scoping and implementation paper being developed with timelines etc; and
- (ii) The following issues:
 - (a) Check with compatibility with the new CMS;
 - (b) Clarification on some operational practicalities.

12. Date of next meeting

4 March 2019 @ 13:30pm in Ladas Drive.

Emerging Risks

Annex A

Date	Risk	Impact	Likelihood	Action	Escalate to HSENI risk register
19.11.18	Falling number of applicants to trainee inspector competition	2	2	Consider undertaking a review of trainee inspector recruitment and training	No
21.01.19	Staff resourcing across all operational groups is tight and service delivery susceptible to unexpected absences such as sick leave etc.	2	2	HOGs to monitor and report to SMT. Reduce group output where necessary. Keep board informed. Keep O&L informed.	YES
21.01.19	Impact of volunteering for C3 and other EU Exit matters may cause significant strain on operational and admin groups	2	Unknown	HOGs to monitor and report to SMT. Reduce group output where necessary. Keep board informed. Keep O&L informed.	YES – when impact known

Impact	Likelihood
1 = Low (little impact on achievement or minor non-compliance)	1. Low (may occur in exceptional circumstances)
2 = Moderate (>£10k / local media interest / NIAO criticism / reduction of service delivery)	2. Moderate (could occur at some time in limited circumstances)
3 = High (failure of key service / £100k loss)	3. High (likely to occur in many circumstances)

4 = Extreme (failure of key objective(s) / £1m loss / attention from assembly / PAC / death)	4. Extreme (is unexpected to occur in most circumstances)
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